



## **Operations & Production Leader Full Time – Nonexempt ASP of Dallas**

The Operations & Production Leader manages and oversees operations, production of events and activities, including the youth programs activities, designed to expand the reach of the All Stars Project of the Dallas (ASP of Dallas). An integral member of the ASP of the Dallas team, the position is instrumental in facilitating a professional, effective, and efficient work environment to produce growth. The position also leads and participates in the production of donor cultivation, community outreach, program events and activities and volunteer development activities for the All Stars Project. Position works closely with the Development Manager of ASP of Dallas and the Director of National Operations, and reports to the City Leader of Dallas.

### **Job Description:**

#### **Operations**

Manage and operate the facility and office to support the growth of the ASP of Dallas. This includes, but is not limited to:

- Manage the office and oversee all elements of facility upkeep including managing any ASP staff members' or vendor's work on these functions
  - Upgrade, maintain and repair all office equipment, including IT and telecommunications systems in conjunction with contracted vendors.
  - Upgrade and maintain computer and software systems as needed
  - Oversee all cleaning and upkeep of the facility and grounds
  - Maintain inventory of office supplies
  - Hire, train, schedule, and manage volunteer, intern and hourly office staff. Produce and maintain an office manual for reception at the facility.
  - Set and enforce office policies and procedures and communicate them effectively to all staff and volunteers
  - Create and update office SOP's for mail, check processing, and check request processing for the ASP of Dallas
- Develop and maintain relationships/liaise with the building's facility manager (if applicable), cleaning, maintenance and security staff
  - Report and oversee the repair of any necessary maintenance and needed repairs of plumbing, electrical, heating and air conditioning systems to the building staff, when needed
- Develop and maintain security systems and procedures for the building, including training of staff and volunteers in ASP security and safety model. Function as front-line security for the ASP of Dallas and maintain schedule for security coverage
- Enforce all building department policies and regulations
- Coordinate and support out-of-town travel plans in accordance with ASP travel policies



- Manage all aspects of the budgets for the ASP of the Dallas.

### **Development Coordination**

Oversee and coordinate development cultivation events and activities to support the growth of the ASP of Dallas.

- Manage the support for the program and fundraising operations for the ASP of Dallas.
  - Establish and track communication processes
  - Maintain database (Raiser's Edge NXT) of donor-related activities, including their participation in program activities such as mock job interviews, internship supervision and sponsorship
  - Maintain database (Filemaker Pro) for program activities and contacts for the City Leader, ASP of Dallas
  - Represent All Stars Project through networking and public speaking at outreach events and at activities hosted by the All Stars.
  - Maintain resources library of content required for donor cultivation and grant proposals. This includes gathering and presenting statistics and other information as requested.
  - Participate in community partner calls and meetings as requested by City Leader, ASP of Dallas.
- Produce fundraising events, including but not limited to the fall annual fundraising luncheon and the spring fundraising event.

### **Producing**

Oversee and coordinate the producing and programming activities for the ASP of Dallas. This includes but is not limited to:

- Schedule weekly meetings for ASP of Dallas leaders to develop day-to-day programming and development opportunities, including but not limited to creating the agenda, documenting decisions and following up on action items.
- Direct all staffing requirements for all activities, reviewing staffing plans from each producing team for key events and activities. Work closely with producing teams to resolve staffing issues that may arise.
- Participate in the recruitment, organizing, orienting and development of volunteers.
- Participate in, lead, and train volunteers in the performance of street outreach and phone shifts.
- Produce and lead specific program activities and events, including, but not limited to, orientation and graduation, volunteer and All Stars Talent Show Network activities.

### **Team Building and Staff Management**



- Ensure coordination of schedule and resource allocation with City Leader and Development Manager between key elements of the ASP of Dallas business – youth programs, fundraising/development and education policy.
- Work closely with Program and Outreach team members to ensure that all aspects or their work is coordinated efficiently and effectively.
- Create team environment for staff and volunteers, which may include team-building activities for various groupings.

### **Ideal Qualifications & Experience**

- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Proven ability to provide entrepreneurial leadership in a non-profit setting
- Ability to clearly articulate the All Stars mission, vision and key strategies to a broad range of people.
- Excellent interpersonal and relationship building skills.
- Strong project management skills to produce quality results in a timely manner.
- Strong leadership and interpersonal skills, including small group facilitation and public speaking, and the ability to interact and communicate professionally with individuals at all levels of an organization.
- Knowledge of data entry and management.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload.
- Highly detail-oriented, organized, and motivated.
- Strong intellectual curiosity.
- Proven experience in organizing and producing small events.
- Fluency in Spanish language a plus
- 2-4 years' experience in office or facilities management for a non-profit
- Bachelor's degree required
- Proficient in Microsoft Word, Excel. PowerPoint and other MS Office programs

### **To Apply**

*Send cover letter and resume with minimum salary requirements to [jobs@allstars.org](mailto:jobs@allstars.org). Please indicate "Operations & Production Leader, ASP of Dallas" in the subject line of your email for fastest consideration.*